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COINS TEST AND ANALYSIS PANEL

Agenda

7 May 1968, 0930 hours
Room 517 Ames Center Building
1820 North Ft. Myer Drive, Rosslyn

1. Approval of minutes of 24 April.
2. Draft portions of the plan for panel discussion
 - a. Statistical analysis of performance and use data
 - b. In-depth interviews
3. Other data acquisition and analysis efforts that would be desirable in connection with system evaluation

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30 April 1968

COINS TEST AND ANALYSIS PANEL

Minutes of Meeting of 24 April 1968

1330-1600 hours, Ames Center Building, Rosslyn

Present



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Mr. Charles R. Stein

State

The Chairman announced that the Director, NSA, has been named Executive Agent and will appoint a full-time Manager of the COINS experiment; and also that the panel's name has been changed from Evaluation Panel to Test and Analysis Panel.

1. Approval of minutes. The panel approved the minutes of the meeting of 4 April 1968.

2. Draft portions of the data-gathering and analysis plan.

a. User log form. A final draft was distributed to the panel. After discussion, it was decided to add to the form provision for a user number and for identification of the file queried; to word the time entries "time each query started" and "time response completed"; and to change the word "readily" in question number 2 to "soon enough for your purposes." The advisability of asking that a copy of the query and response be attached to the form was discussed, and it was decided to try to collect them during the present trial period. [] will have 100 copies of the form reproduced for trial use at NSA and DIA. The pros and cons of collecting user log forms on all instances of use throughout the year were discussed; the principal unresolved problem in this connection is what to do about the regular or frequent user -- such a user might be excused from filling out forms after, say, 15 have been completed, but we would like to continue to be able to relate the individual user to

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his queries, and we would be forced to make certain assumptions in order to produce statistics on, for example, the number of satisfied users.

b. Statistical analysis of performance and use data.

25X1 [] will have a draft of this portion of the plan ready for mailing to the panel members by the end of next week (3 May).

c. In-depth interviews. Mr. Stein outlined his thinking with respect to interview teams, pretesting and scheduling of the interviews, timing of the interviews in relation to instances of use, selection of the users to be interviewed, format for the interviewers' reports, and tabulation of their results. A detailed draft of this portion of the plan will also be mailed to the members by 3 May.

d. Environmental conditions affecting use. []

distributed his latest draft of this portion of the plan.

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3. Next meeting. The next meeting is scheduled for 0930 hours 7 May 1968 at the Ames Center Building, Rosslyn.

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1 May 1968

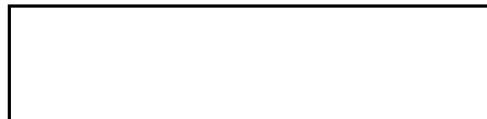
MONTHLY REPORT TO THE COINS COMMITTEE

from

Chairman, COINS Test and Analysis Panel

The Test and Analysis Panel, formerly the Evaluation Panel, met twice during April and discussed drafts or outlines of portions of the plan for gathering and analyzing data on COINS. The framework of the plan remains the same as that summarized in my submission for the semiannual report, which substituted for my March report.

We expect to have in hand for consideration early in May detailed drafts of all major portions of the plan, and we hope to be able to meet the June 1 deadline for submission of the complete plan for your approval.



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